

CHAPTER 82 INSPECT CREWMEMBER RECORDS

Section 1 Background

1. WPMS ACTIVITY CODE: 1627

3. OBJECTIVE. The objective of this task is to determine that an applicant for a FAR Part 125 certificate is aware of the type of crewmember records which must be kept and has adequate provision for these records. An additional objective is to determine that a FAR Part 125 Operator is keeping the required crewmember records. Successful completion of this task results in an indication in the applicant's or operator's file of compliance or noncompliance.

5. GENERAL. FAR § 125.401 indicates the types of crewmember records which must be maintained by a FAR Part 125 operator.

A. Physical Location of Records. FAR Part 125, Subpart L, and FAR Part 61 indicate which documents must be maintained at the principal base of operations (unless another location is approved by the Administrator) or carried on the pilot's person. Readable photocopies of pilot certificates, medical certificates, or logbook pages should be included in the crewmember records.

B. Access to Records. Records should be kept in a manner easily accessible to inspectors. The method of storage is, of course, the choice of the operator, but retrieval and review should not require an extended or complicated process.

C. Inspection Authority.

(1) The authority to inspect records includes the examination of records but does not require that the operator surrender records for removal from its premises, even temporarily. All examinations of company records should be conducted on the premises. Should removal of records

become necessary, the operator will be given an itemized receipt for all records removed.

(2) Crewmember records may be inspected as part of an overall base inspection or as a separate inspection, unrelated to others.

7. FLIGHT NAVIGATOR RECORDS. Although there is no recency of experience requirements for flight navigators, the operator may wish to keep a record of the fact that the navigator was briefed about each airplane. The briefing should cover:

- Limitations on climb, cruise, and descent speeds
- Each item of navigational equipment, including appropriate radio, radar, and other electronic equipment
- Airplane performance
- Airspeed, temperature, and pressure indicating instruments or systems
- Compass limitations and methods of compensation
- Cruise control charts and data, including fuel consumption rates
- Operating limitations
- Fuel consumption and cruise control
- Flight planning
- Each normal and emergency procedure
- The approved airplane flight manual

9. EMPLOYMENT RECORDS. For each crewmember the operator must keep a record of any employment action, such as termination of employment, or any physical or professional disqualification. These records must be kept for at least six months after the employment action was taken or disqualification occurred. These records may be in a separate personnel file.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. *Prerequisites.* This task requires knowledge of regulatory requirements in FAR Part 125, FAA policies, and qualification as an Aviation Safety Inspector (Operations).

B. *Coordination.* This task requires coordination with the principal operations inspector.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- FAR Parts 1, 61, 63, and 91
- Advisory Circular 125-1, Operations of Large Airplanes under FAR Part 125
- Order 8700.1, General Aviation Operations Inspector's Handbook

B. Forms

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, WPMS Transmittal Form

C. Job Aids

- Crewmember Record Inspection Report, Figure 82-2
- Inspection Evaluation Report, Figure 82-3
- Sample letters

5. PROCEDURES.

A. *Review Previous Reports.* If applicable, review the district office file on the operator to determine any areas requiring special emphasis during the inspection.

B. *Schedule Inspection.* Notify the operator to schedule inspection date and time.

(1) If the operator is notified in writing, use the sample letter in Figure 82-1. Include a blank copy of the Crewmember Record Inspection Report (Figure 82-2) to indicate the areas covered by the inspection.

(2) If the operator is notified by telephone, report the results on FAA Form 1360-33, Record of Visit, Conference, or Telephone Call.

C. *Pilot-in-Command Records.* Inspect the records of each crewmember designated as pilot in command for the following items:

(1) At least a commercial pilot certificate with instrument rating and appropriate category, class, and type ratings

(2) At least a Class II medical certificate

(3) Verification that pilot meets requirements of FAR § 125.281(b), Total Flight Time

(4) Initial instrument proficiency check form and competency letter

(5) Recurrent instrument proficiency check form (FAA Form 8410-1, Airman Proficiency/Competency Check) and competency letter required every 6 calendar months. Only the current or recurrent check form and letter must be in the file.

(6) Verification that the PIC meets the requirements of FAR § 125.285(a), Recent Experience

(7) If the PIC is a designated check airman, a letter of authorization required by FAR § 125.295

(8) A record of flight/duty time to verify the requirements of FAR § 125.37 are met

(9) Any records of actions concerning the release from employment or physical or professional disqualification

(10) A certification as per FAR § 125.263(c) that the PIC is capable of assuming the functions of the flight engineer in an emergency in airplanes requiring a flight engineer

D. *Second-in-Command Records.* Inspect the records of each crewmember designated as second in command for the following items:

(1) At least a commercial pilot certificate with an instrument rating and appropriate category and class ratings

(2) At least a Class II medical certificate

(3) Verification that pilot meets requirements of FAR § 125.283(b) (ref FAR § 61.57(e)(2))

(4) Documents verifying that pilot meets the requirements of FAR § 125.285(a), Recent Experience

(5) A record of flight/duty time to verify the requirements of FAR § 125.37 are met

(6) Any records of actions concerning the release from employment or physical or professional disqualification

(7) A certification as per FAR § 125.263(c) that the SIC is capable of assuming the functions of the flight engineer in an emergency in airplanes requiring a flight engineer

E. Flight Engineer Records. Inspect the records of each crewmember designated as a flight engineer for the following items:

(1) Flight engineer certificate with appropriate class rating

(2) At least a Class II medical certificate

(3) If flight engineer is a designated check airman, a letter of authorization required by FAR § 125.295

(4) Verification that flight engineer meets requirements of FAR § 125.265(b)

(5) A record of flight/duty time to verify the requirements of FAR § 125.37 are met

(6) Any records of action concerning the release from employment or physical or professional disqualification

F. Flight Navigator Records. Inspect the records of each crewmember designated as a flight navigator for the following items:

(1) Flight navigator certificate

(2) At least a Class II medical certificate

(3) A record of flight/duty time to verify the requirements of FAR § 125.37 are met

(4) Any records of action concerning the release from employment or physical or professional disqualification

G. Flight Attendant Records. Inspect the records of each crewmember designated as a flight attendant to verify meeting the initial and 12-month recurrent testing requirements of FAR § 125.289.

H. Determine Findings. Use Figure 82-2 to review your findings and make a determination of satisfactory or unsatisfactory.

I. Debrief Operator.

(1) Advise the operator of any areas of noncompliance found during the inspection. Indicate which crewmembers may not be used until the discrepancies are corrected.

(2) Provide a copy of the discrepancies to the operator using Inspection Evaluation Report. (Figure 82-3)

J. Formal Notification. Prepare a letter of discrepancies (Figure 82-4) for signature by the POI and send original to the operator.

K. File Task Completion Records at District Office.

(1) Crewmember Record Inspection Report

(2) Letter of discrepancies

L. Make Appropriate WPMS Entries. Complete WPMS Transmittal Form, FAA Form 8000-36.

7. TASK OUTCOMES. The completion of this task results in one or more of the following:

A. Completed Crewmember Records Inspection Report

B. Letter of discrepancies, if necessary

C. Completed Inspection Evaluation Report

9. FUTURE ACTIVITIES.

A. Follow-up inspection to verify correction of discrepancies.

B. Routine, programmed surveillance and inspection.

C. Possible enforcement investigation, if discrepancies constitute a violation of the FAR. (See Related Task #182, Conduct a Violation Investigation.)

FIGURE 82-1 LETTER NOTIFYING OPERATOR OF INSPECTION

DOT/FAA LETTERHEAD

DATE

Operator name and address

Dear ____:

This letter is to inform you that personnel from this office will conduct an inspection of crewmember records on August 11, 1988. The purpose of this inspection is to determine that your record keeping requirements are in compliance with the provision of FAR Part 125. Should you have any questions concerning this inspection, please contact this office.

Sincerely,

Wilma T. Schmoltz
Principal Operations Inspector

FIGURE 81-3 INSPECTION EVALUATION REPORT

1. NAME OF ORGANIZATION:	2. CERTIFICATE NO.	3. LOCATION
<p data-bbox="248 499 821 531">4. AREA OR FUNCTION EVALUATED</p> <p data-bbox="248 751 1089 783">5. FAR SECTION AND/OR OTHER CONTROLLING DATA</p> <p data-bbox="248 1010 834 1041">6. REQUIREMENT OF FAR (EXPLAIN)</p> <p data-bbox="248 1266 1370 1297">7. FINDING (EXPLAIN NONCOMPLIANCE - WHAT, HOW, WHEN, WHERE)</p>		

FIGURE 82-3 INSPECTION EVALUATION REPORT**7. EXPLAIN NONCOMPLIANCE (CONTINUED)****8. DOCUMENTATION SUBSTANTIATING NONCOMPLIANCE (ATTACH COPY)**

1.

2.

3.

4.

**INSPECTOR'S SIGNATURE
AND TITLE****DATE:**

**FIGURE 82-4 SAMPLE LETTER OF NOTIFICATION OF DISCREPANCIES IN
CREWMEMBER RECORDS**

Operator's name and address

Dear ____:

This letter is formal notification of the discrepancies in your crewmember records found and discussed with you during our inspection of [date].

Please correct the following discrepancies before [date, 90 days after date of letter].

- List all discrepancies in detail

If these discrepancies are corrected before [date] contact this office so an earlier follow-up inspection can be scheduled.

Sincerely,

Signed by Principal Operations Inspector

